



POLICIES AND PROCEDURES

CORPORATE PROCEDURES

Subject: Jury Duty

Policy No.: 217

Orig. Date: 10/29/1990

Last Revision Date: 12/06/2022

Revision: 3

A. Purpose

B. Eligibility

C. Policy

D. Procedure

A. Purpose

To encourage employees to fulfill their civic responsibility by serving jury duty when required.

B. Eligibility

Fully benefitted employees who have completed six months of service. Part time, temporary and/or student employees do not qualify for jury duty pay.

C. Policy

Full benefitted employees may request up to 20 days of paid jury duty in any one 24-month period after completion of eligibility period. Any additional time off for non-exempt employees will be unpaid.

D. Procedure

An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee reporting for jury duty is required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of the work schedule.